

CONFIDENTIAL

DD/M&S 74-1692

14 MAY 1974

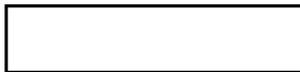
MEMORANDUM FOR: Acting Director of Medical Services

Charlie:

1. The purpose of this note is to pass on information concerning personnel cuts in FY-75. A few words describing the general situation are first in order. On 9 May the Director approved the FY-75 staff personnel level. Action is now underway based on the specifics of the positions elimination for FY-75 recommended to the Director by the ADD Working Group. It is not, however, until 30 June 1975 that we must arrive at the level reduced from the FY-74 authorizations. While this, admittedly, will be less than the most neat and tidy manner of accounting for on-duty people, any other approach would have forced the Agency into an immediate surplus personnel exercise.

2. Selection of the staff positions recommended for deletion in FY-75 came about through the following methodology. We first thoroughly acquainted ourselves with the 'mini-resource packages' produced by the Offices for the ADD Working Group. There then was added two judgmental factors. The first was a realization in this day of personnel austerity certain niceties of service, as opposed to essential responsibilities, should be identified. Secondly, other judgments were made based on a general level of knowledge or understanding, a realization that either the standard contract or the independent contractor route could be utilized, or, lastly, a determination that a conventional 'belt tightening' approach could be utilized.

3. The following position was listed for reduction, and it can be replaced at your option:



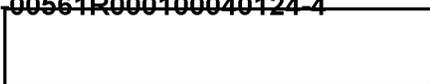
W/ John F. Blake

John F. Blake
 Associate Deputy Director
 for
 Management and Services

ADD/M&S:JFB/ms (14 May 74)
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